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14 April 1964

MEMORANDUM FOR: Fine Arts Commission

SUBJECT: Furniture

STAT 1. [redacted] has advised that in accord with an earlier FAC recommendation there has been no additional ordering of Class "A" furniture for the building pending an advisory from ISD on the possible use
STAT of contemporary schedule of PBS. [redacted] advises that he is now in a situation where we must make a decision on what furniture to order to meet current needs.

STAT 2. [redacted] recommends that the ISD be asked to come up with specific furniture recommendations along the following lines:

a. Furniture for the Deputy Director level including any additional decor--Dr. Wheelon's new office suite to be the first case.

b. Furniture to be used at the Assistant Director (DDP Division Chief) level.

c. Furniture for the secretaries to the Director and Deputy Director.

3. It is proposed that the furniture for the Assistant Director and Division Chief level not be imposed but rather as the needs arise for Class "A" furniture elsewhere in the Agency, an effort be made to persuade ADs and Division Chiefs to give up their present furniture for contemporary.

STAT [redacted]

Chairman FAC

STAT cc: [redacted]

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